THE Northern Sydney Institute Part of TAFE NSW

StudEspace User Guide for Students

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Version Control Table	Date of Update	Author
[Document Version]	[date]	[Your name]
V12.0	28/7/14	Karen Ellis

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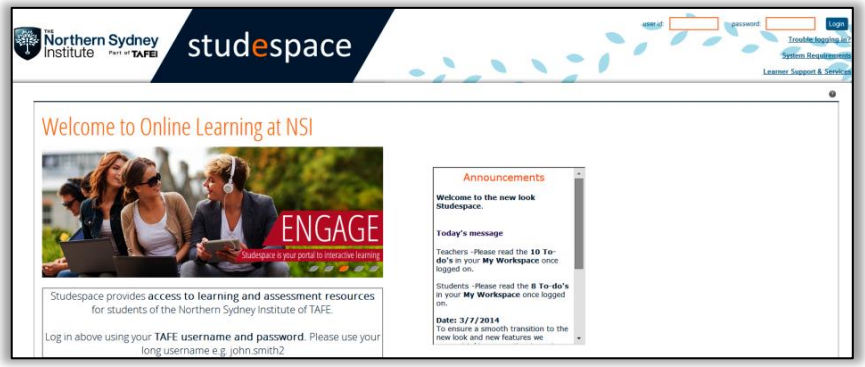
How to use this document

Welcome to The Northern Sydney Institute (NSI). Studespace or Sakai as it often referred to is the Learning Management System on which Studespace is built.

Studespace provides access to learning and assessment resources (documentation) for your course. You will be given access to one or more Studespace "sites" relevant to our course or unit of study. Studespace may be the primary way you access learning and assessment materials and communicate with your teacher, or resources may be used to complement your classroom based learning. You can use the table of contents on page 2 of this document to find a particular tool.

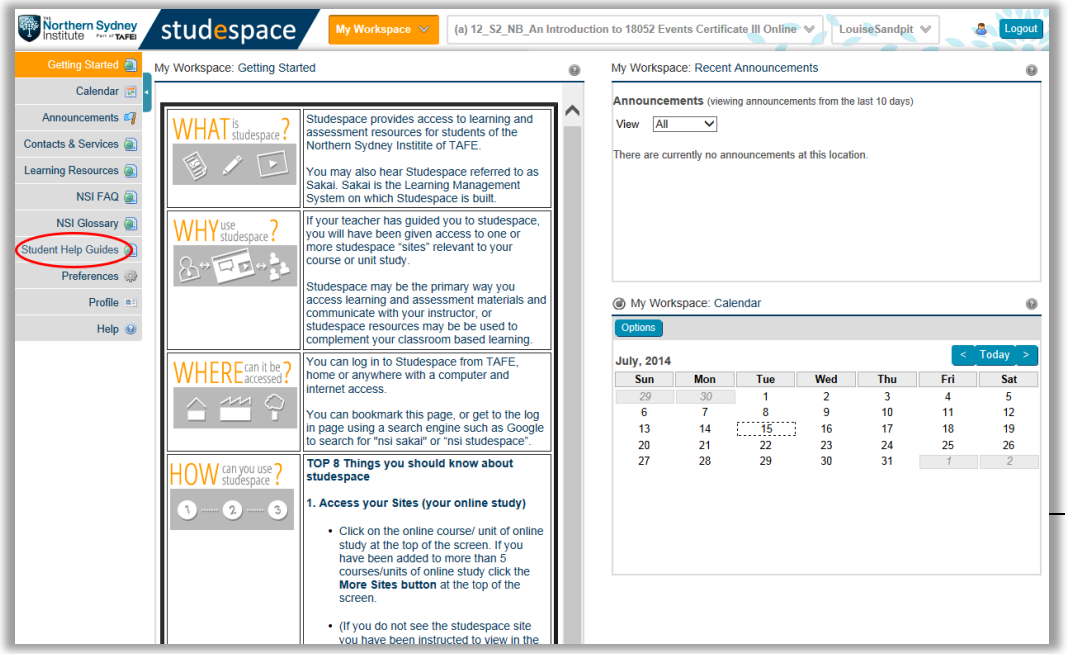


How to Login/Logout to Studespace

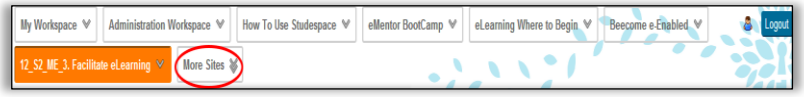
Go to the direct URL for the Studespace login or click on the link below : https://nsfsakai.nthsydney.tafensw.edu.au/portal

Studespace will open in a new window. Enter your Student Portal/E-Services Username (for example michael.tan) and password and select Login button. This is the same username and password that you use to access the Student Portal and E-Services.

You will be presented with your "workspace" (My Workspace) area which provides you with information on how to use Studespace for your learning. Read though the information on the page to get started in studying online. Click on the left hand navigation to access general information about studying online at NSI including Student Help Guides.

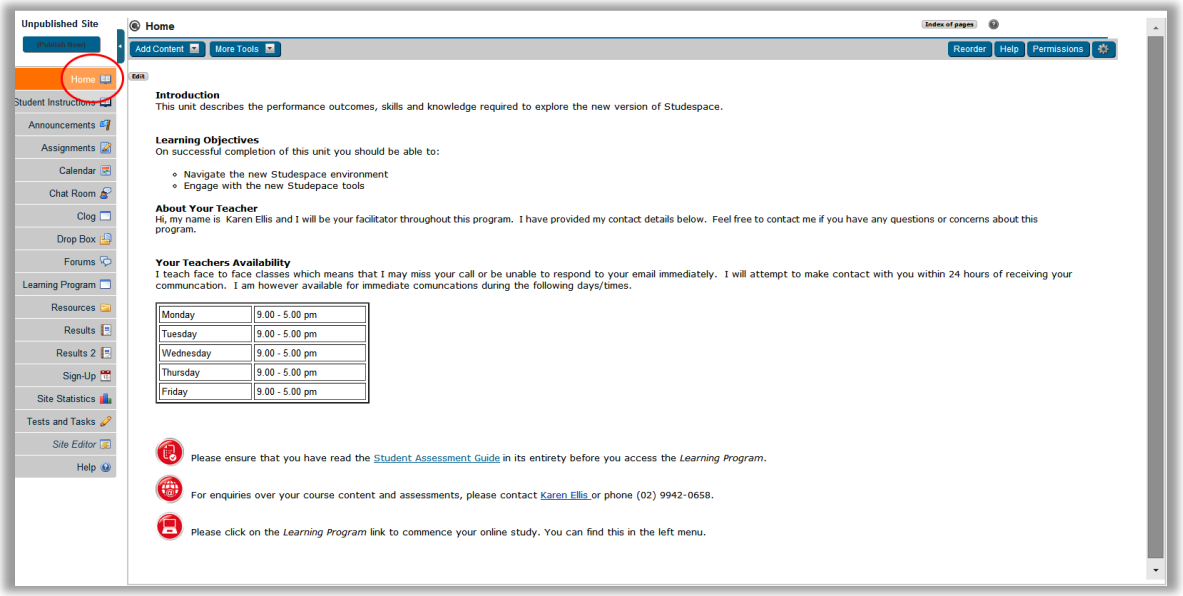


How to Access my online study



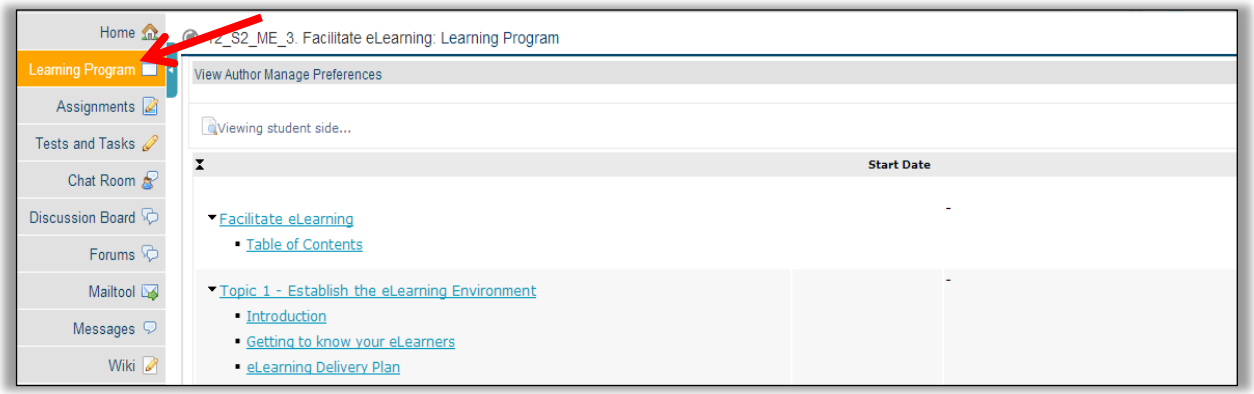
To access your online study click on the course or unit name at the top of the screen. You will have access to a number of sites and this will depend on the course you are enrolled in. A "**More Sites**" tab will appear if you a have been added to five or more courses/units.

The course or unit of study will open up ready for you start your learning. The course home page will be displayed with information about your course, contact teachers details and a link to the Student Assessment Guide.

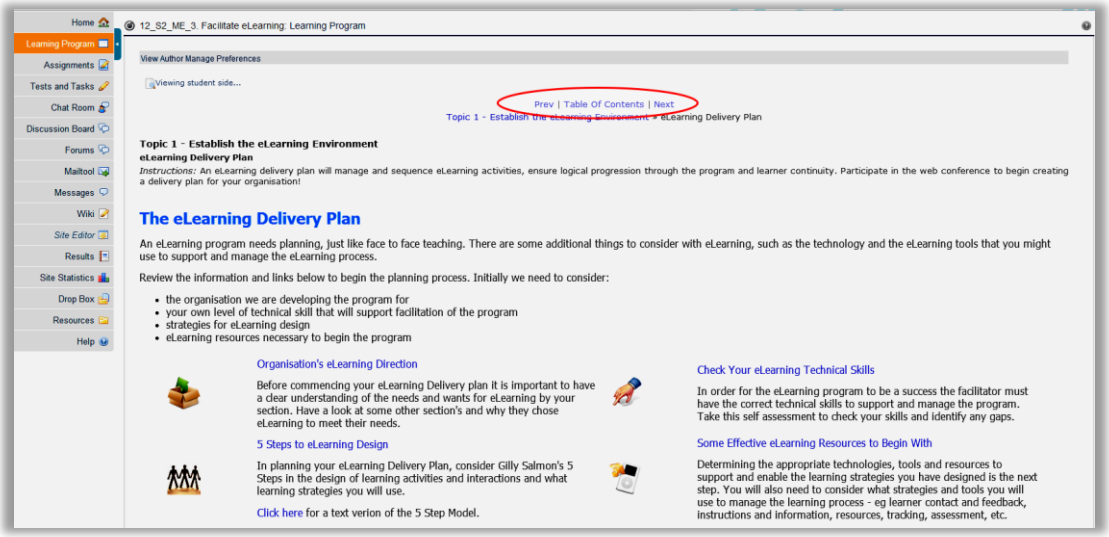

Unpublished Site
Home
Add Content
More Tools
Reorder
Help
Permissions
Student Instructions
Announcements
Assignments
Calendar
Chat Room
Clog
Drop Box
Forums
Learning Program
Resources
Results
Results 2
Sign-Up
Site Statistics
Tests and Tasks
Site Editor
Help
Introduction
This unit describes the performance outcomes, skills and knowledge required to explore the new version of Studespace.
Learning Objectives
On successful completion of this unit you should be able to:
Navigate the new Studespace environment
Engage with the new Studepace tools
About Your Teacher
Hi, my name is Karen Ellis and I will be your facilitator throughout this program. I have provided my contact details below. Feel free to contact me if you have any questions or concerns about this program.
Your Teachers Availability
I teach face to face classes which means that I may miss your call or be unable to respond to your email immediately. I will attempt to make contact with you within 24 hours of receiving your communcation. I am however available for immediate comuncations during the following days/times.
Monday 9.00 - 5.00 pm
Tuesday 9.00 - 5.00 pm
Wednesday 9.00 - 5.00 pm
Thursday 9.00 - 5.00 pm
Friday 9.00 - 5.00 pm
Please ensure that you have read the Student Assessment Guide in its entirety before you access the Learning Program.
For enquiries over your course content and assessments, please contact Karen Ellis or phone (02) 9942-0658.
Please click on the Learning Program link to commence your online study. You can find this in the left menu.

How to access course content

Once you are in the course homepage you can access your course content using the left hand navigation panel. Your teacher will lead you to the tool to use to access your relevant learning content. A common tool used for this purpose is the **Learning Program** which will contain both learning materials and information about where to locate the Assessment Tasks. Your teacher may use **Lesson Builder** for your learning content. Other learning tools to support you in your learning will be the covered in this guide.

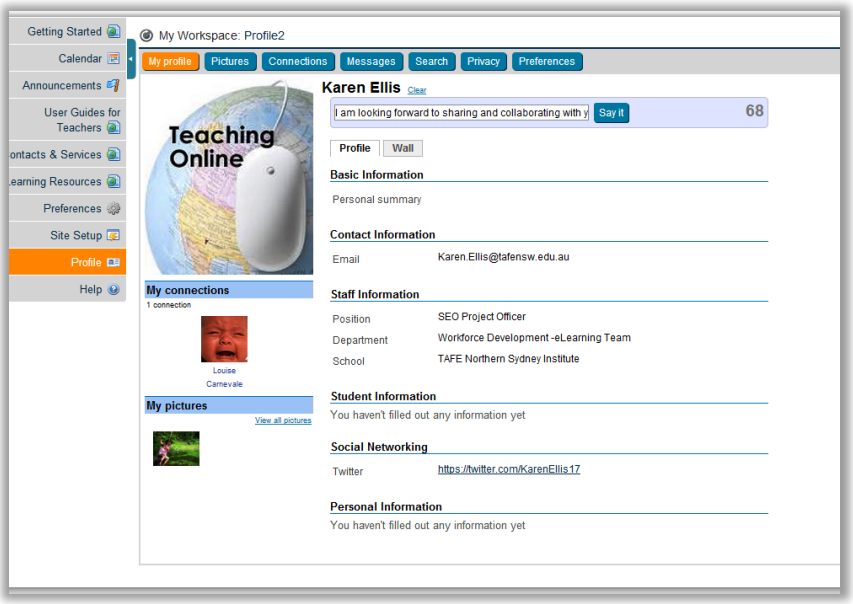


In the example below the **Learning Program** has been selected as the tool for the learning materials. The course content contains the learning materials that you will need to complete your course. You can view the course learning resources by using the **NEXT** and **PREV** buttons.


12_S2_ME_3. Facilitate eLearning: Learning Program
Prev | Table Of Contents | Next
Topic 1 - Establish the eLearning Environment
eLearning Delivery Plan
Topic 1 - Establish the eLearning Environment
eLearning Delivery Plan
The eLearning Delivery Plan
An eLearning program needs planning, just like face to face teaching. There are some additional things to consider with eLearning, such as the technology and the eLearning tools that you might use to support and manage the eLearning process.
Review the information and links below to begin the planning process. Initially we need to consider:
the organisation we are developing the program for
your own level of technical skill that will support facilitation of the program
strategies for eLearning design
eLearning resources necessary to begin the program
Organisation's eLearning Direction
Before commencing your eLearning Delivery plan it is important to have a clear understanding of the needs and wants for eLearning by your section. Have a look at some other section's and why they chose eLearning to meet their needs.
Check Your eLearning Technical Skills
In order for the eLearning program to be a success the facilitator must have the correct technical skills to support and manage the program. Take this self assessment to check your skills and identify any gaps.
5 Steps to eLearning Design
In planning your eLearning Delivery Plan, consider Gilly Salmon's 5 Steps in the design of learning activities and interactions and what learning strategies you will use.
Some Effective eLearning Resources to Begin With
Determining the appropriate technologies, tools and resources to support and enable the learning strategies you have designed is the next step. You will also need to consider what strategies and tools you will use to manage the learning process - eg learner contact and feedback, instructions and information, resources, tracking, assessment, etc.
Click here for a text verion of the 5 Step Model.

What is the Profile Tool?

The Profile Tool is a tool you might like to activate if you want a social media presence in Studespace. It gives you a Facebook style interface for editing your profile. In addition you have a comprehensive set of privacy controls to allow you to choose you can see what part(s) of your profile.



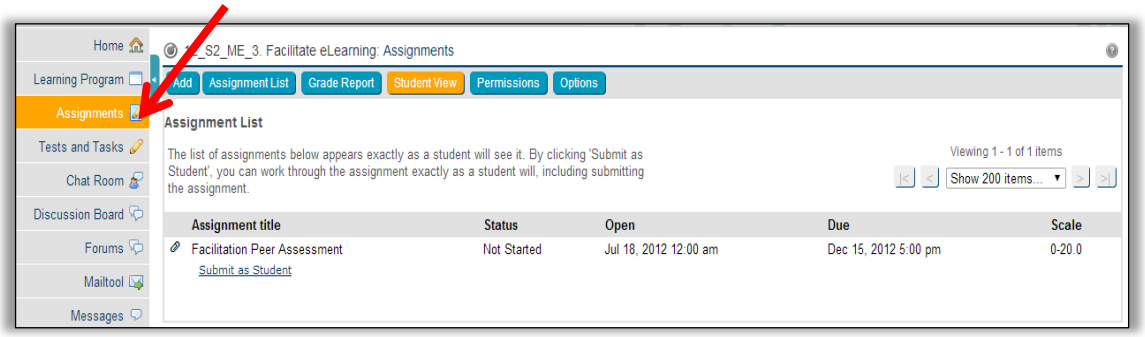
With Profile you can post updates (integrated with Twitter), search for people with common interests, view their profiles, view their connections, add them as a connection, send private messages, upload and share pictures and much more.

Steps to set-up Profile

1. Select the My Profile tab and Pictures to customise your personal information
2. Select the Connections tab to search profiles of users in Studespace to view their profiles and request connections with them.
3. Set the Privacy controls so that you limit what parts of your profile is seen by whom. You may set preferences for email, twitter and profile image settings.

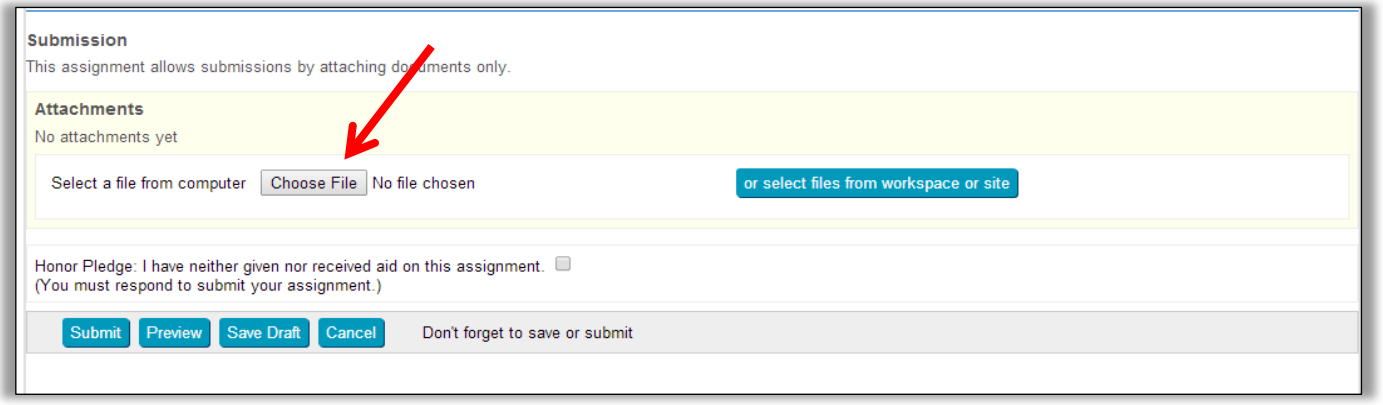
Assignment Tool

The Assignment tool is used to submit your completed assignments to your teacher. Assignments are private and only visible to your teacher and not to other participants in the course. To submit an assessment click on the Assignment Tab on the left hand navigation menu.



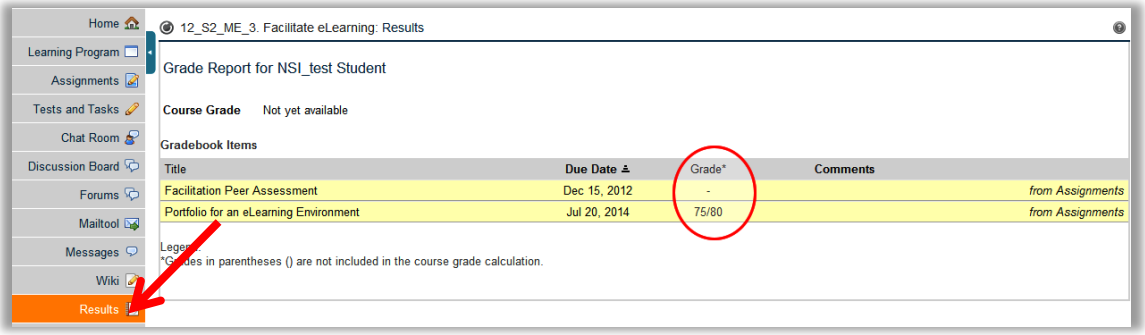
Steps to use Assignment Tool

1. Locate the Assignment title from the list and click on the "Submit as a Student".
2. Read the instructions to complete the assessment task
3. When you are ready to submit scroll down the page if applicable attach the document(s) – see screen shot below and then click on the submit button. When the assignment has been marked you can view feedback from the teacher by going into the Assignment tool and checking the Status if "returned" is noted. Open up the assignment to view the feedback. You can check your result via the Results tool – see below.


Submission
This assignment allows submissions by attaching documents only.
Attachments
No attachments yet
Select a file from computer
Choose File
No file chosen
or select files from workspace or site
Honor Pledge: I have neither given nor received aid on this assignment.
(You must respond to submit your assignment.)
Submit
Preview
Save Draft
Cancel
Don't forget to save or submit

How to use the Results Tool

Some assignments, tests/tasks and forums are linked to the **Results** tool.



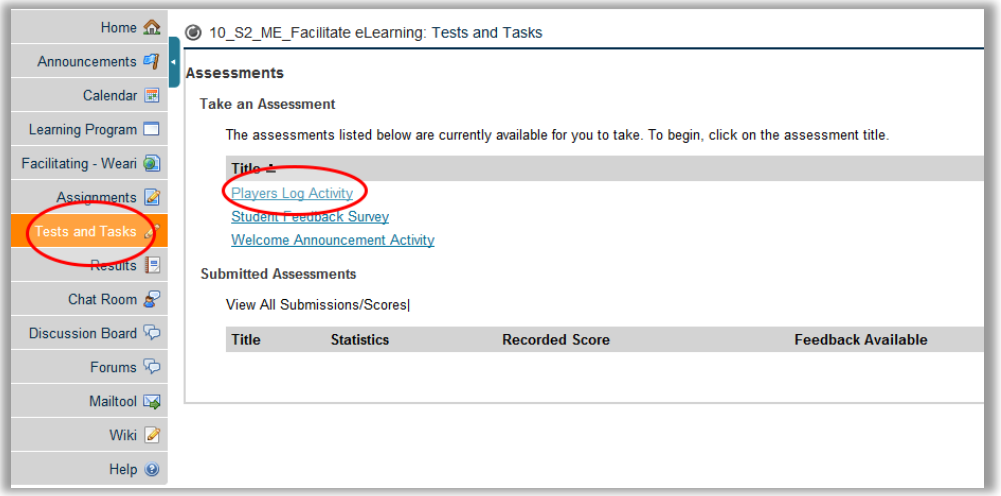
The results tool is like a report card because it will list the assessable items. To access the **Results** tool, click on the Results link in the menu on the left hand side of the screen. Under Gradebook Items search the Assessment title and view your grade.

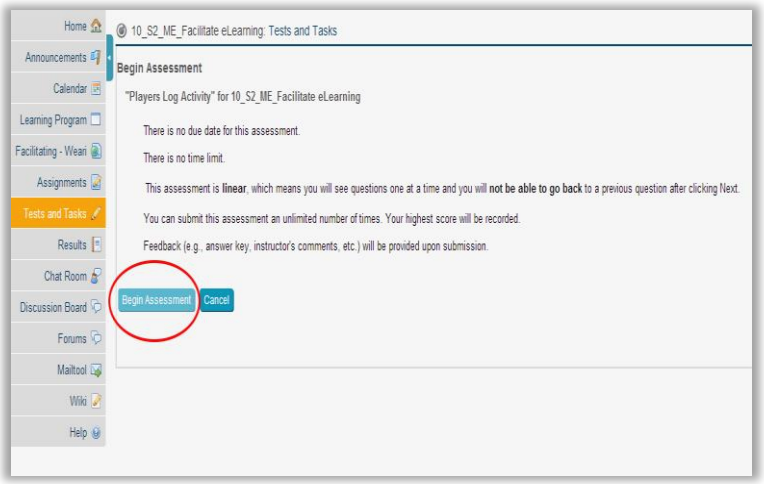
How to use Test & Tasks

Your facilitator may set a test or quiz to complete as part of your course. The test or quiz may be a timed test or a simple quiz to test your understanding of unit of competency.

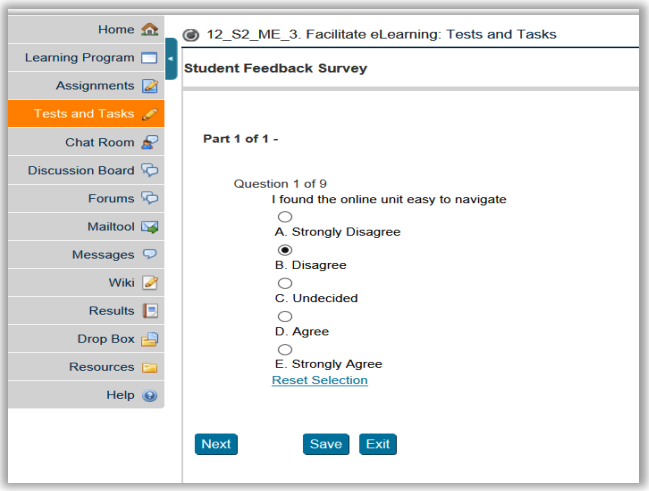
Steps to use Tests and Tasks

1. To access a test or quiz check the "Test and Tasks" link in the menu on the left-hand side of the screen.
2. To take a test or quiz click on the title as shown in the example below.
3. To start, press the **Begin Assessment** button

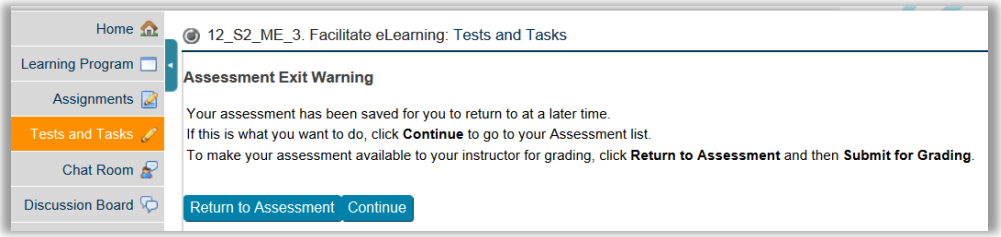



Home
Announcements
Calendar
Learning Program
Facilitating - Weari
Assignments
Tests and Tasks
Results
Chat Room
Discussion Board
Forums
Mailtool
Wiki
Help
10_S2_ME_Facilitate eLearning: Tests and Tasks
Begin Assessment
"Players Log Activity" for 10_S2_ME_Facilitate eLearning
There is no due date for this assessment.
There is no time limit.
This assessment is linear, which means you will see questions one at a time and you will not be able to go back to a previous question after clicking Next.
You can submit this assessment an unlimited number of times. Your highest score will be recorded.
Feedback (e.g., answer key, instructor's comments, etc.) will be provided upon submission.
Begin Assessment
Cancel

4. On the next page attempt to answer all the questions. Studespace will automatically mark the true/false , mulitiple-choice and fill-in-the-blank questions. For all other questions you will have to wait for your facilitator to mark them. Because of this, after you submit an assessment you might not see a score listed next to it.
5. Scroll to the bottom of the page and press next to continue the next question, your answers will be automatically saved by Studespace.

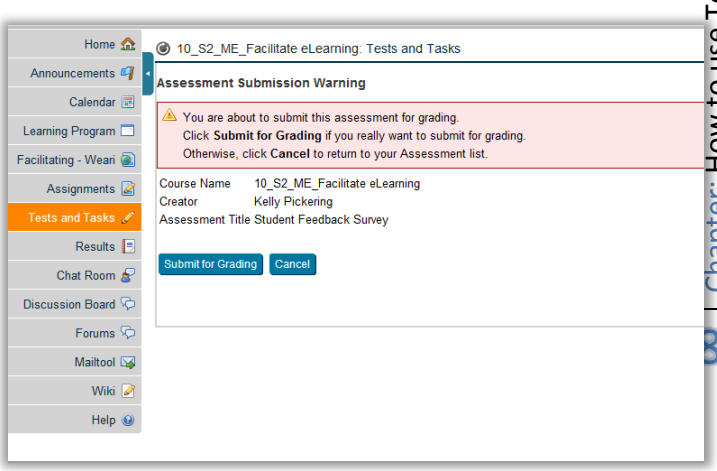


6. Save your work by clicking **Save.** To save your work and exit from the assessment in order to complete later, click **Exit**. Your work will be saved and a message explaining your options.


Home
Learning Program
Assignments
Tests and Tasks
Chat Room
Discussion Board
12_S2_ME_3. Facilitate eLearning: Tests and Tasks
Assessment Exit Warning
Your assessment has been saved for you to return to at a later time.
If this is what you want to do, click Continue to go to your Assessment list.
To make your assessment available to your instructor for grading, click Return to Assessment and then Submit for Grading.
Return to Assessment
Continue

7. If you select **Return to Assessment** you will go back to the first answer in the assessment. If you click on **Continue** you will return to the Tests & Quizzes home page. If you are not sure of some of the answers you can press the Save button instead. Note: Not all quizzes has more than one page of questions.

8. As you work your way through an assessment you will eventually see a **Submit for Grading** button. When you are satisfied with your answers you can select this button. If you would like to make changes to your answers select the **Cancel** button to return t the Assessment List.



9. When you have clicked on the **Submit for Grading** button when you go back to the Assignment List you will see a date and time of when you submitted the assessment. See Results section to view your results.

How to communicate with your facilitator?

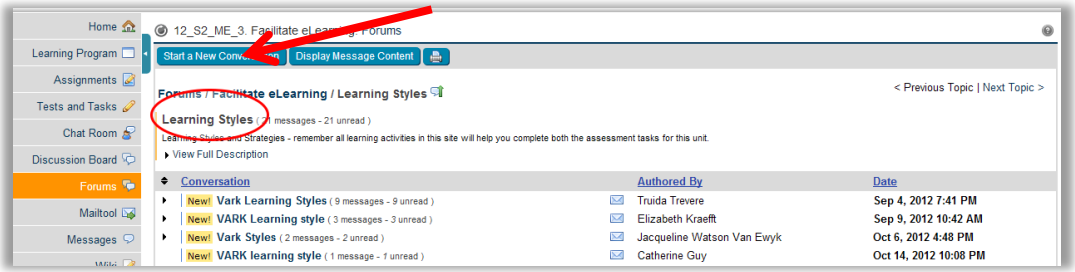
How to use the Forum Tool

The Forums tool allows you to contribute to an online discussion set by your facilitator. The forum may be an **assessable component** of your unit of competency and my include links to documents.

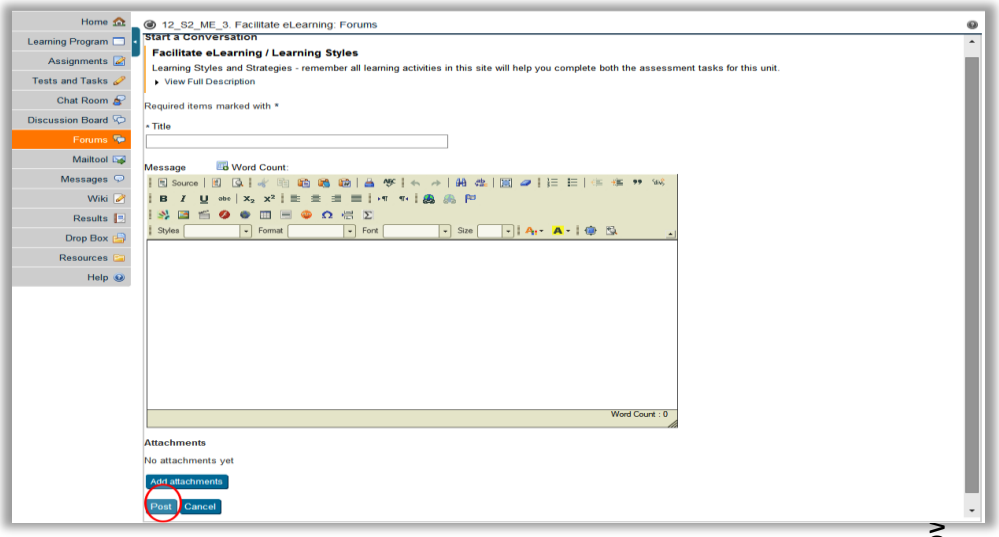
Steps to access Forums

1. To access forums click on the Forums link in the menu on the left-hand side of the screen. Once inside the Forums tool, you will see a list of forums with topics. You can read the full description that accompanies a forum by clicking on the **View Full Description** link below the forum's title and you can click on an attached file if applicable. The only think you cannot do is write a response directly to a forum it must be to a "new conversation".

2. To make a written response to a topic, just click on the topic heading to open up the topic. To contribute to the forum click on Start a New Conversation.



3. When you are ready to write a response give the topic a title and type a response. If you need to attach files to your message, scroll down the page and press the **Add Attachment** button. If the file is located on our computer, select the Choose file , browse for the file, click on it, and then press open then continue. Scroll down and press the **Post** button to finalise the step.



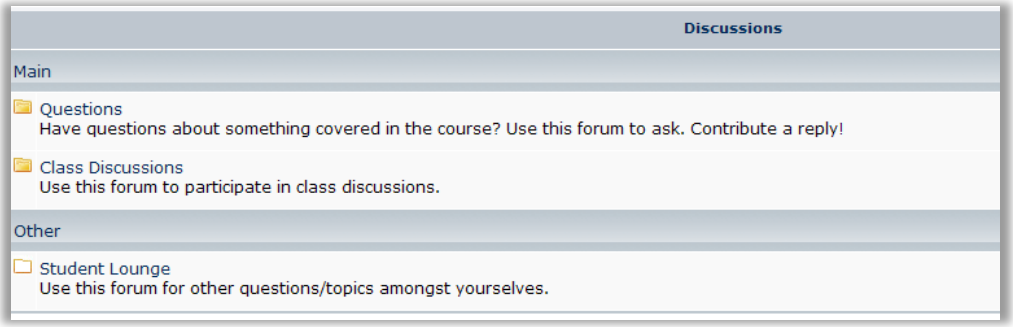
Now everyone can see your message. To read it, click on the title. If anybody wants to reply, then they click on **Reply** and the conversation continues.

How to use the Discussion Board Tool

The Discussion Board allows you to communicate with other participants through moderated online discussions. It also allows you to send private messages to individual participants or with your teacher.

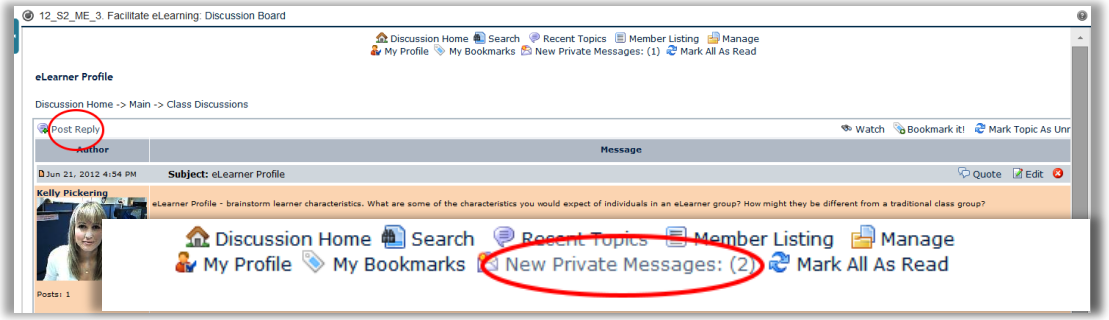
Steps to participate in a Discussion

1. Select the Discussion Board Tool in the menu on the left hand side of the screen. Select the appropriate category eg: Questions, Class Discussion or Student Lounge.


Discussions
Main
Questions
Have questions about something covered in the course? Use this forum to ask. Contribute a reply!
Class Discussions
Use this forum to participate in class discussions.
Other
Student Lounge
Use this forum for other questions/topics amongst yourselves.

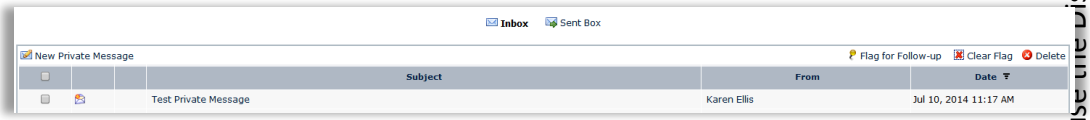
2. Now viewing the list of online discussions select the one you wish to participate in.
3. Once having read the discussion topic you can post a reply by clicking on **post reply** button.
4. Type your reply in the message box. Then click on the submit button to post your reply.

How to communicate privately with my online facilitator



1. Select the **Private Message** link on the Discussion Boards home page. Here you can either send a private message to a participant or to your teacher. You can also receive messages.

Note: Your online facilitator may send you a private message as part of a response to your discussion replies. This will be indicated by the number of messages in your inbox.

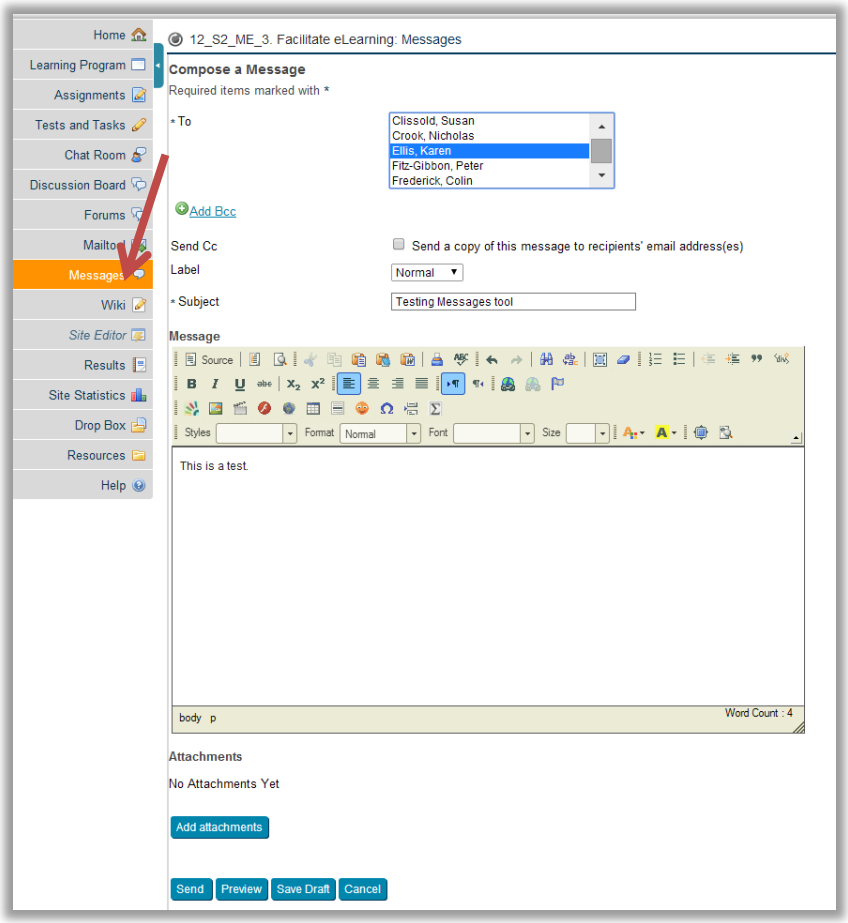


How to use the Messages Tool

The messages tool allows you to send and receive messages to and from other participants in your course. You can send a message to individuals, groups or to all site members.

Steps to communicate using Message tool

1. Click on the Messages Tool located on the left hand navigation bar.
2. To compose a message click on the compose message and then when ready click to send. Preview before sending. The messages are contained on the site in an in-box so you will be able to check this tool regularly if using to communicate with your facilitator.



How to use the Mailtool

The Mailtool allows you to send email from your course to anyone whether they belong to your site or not. Your teacher will let you know how you are using this tool as a class.

Steps to use the Mailtool

1. To access Mailtool click on the link on the left hand navigation menu
2. To send an email in the "**To**" section specify the appropriate course participants which the email is intended by selecting the Roles button then selecting either Facilitator or Student. When you select student all the participants of the course will be displayed.
3. Select the participant to send the email
4. Give the Email a subject
5. Type in the editor box your message. Note: An attachment can be sent using the tool
6. Once your message is ready to go scroll down and click on **Send Mail**

How to use Drop Box

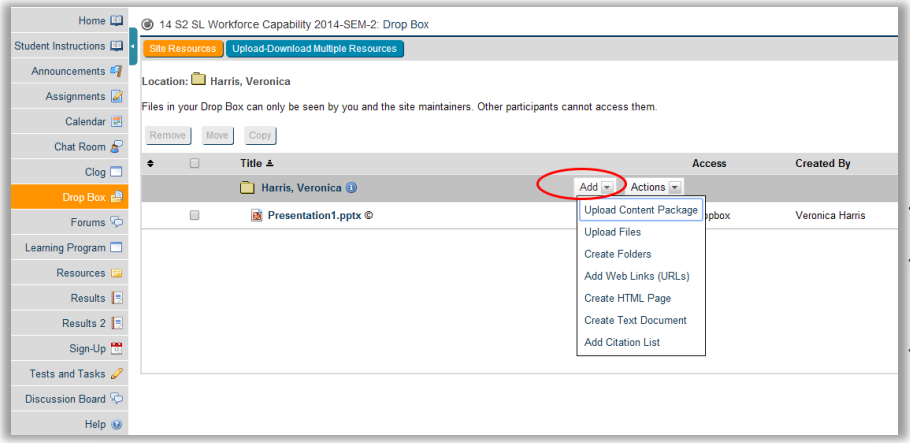
Drop Box allows facilitators and students to share documents in a private folder for each student. A student's private folder is called his or her drop box. It is your personal storage space. Studespace automatically creates a drop box when you are added to course. The Drop Box tool allows you to upload many types of files and to upload multiple files at one time, such as, text, images, html pages, web links, sound and video.

Your facilitator will let you know how you will use Drop Box in your course.

Note: The Drop Box is similar in function to the Assignments tool, however, the Assignments tool allows teachers to apply a grade and give feedback.

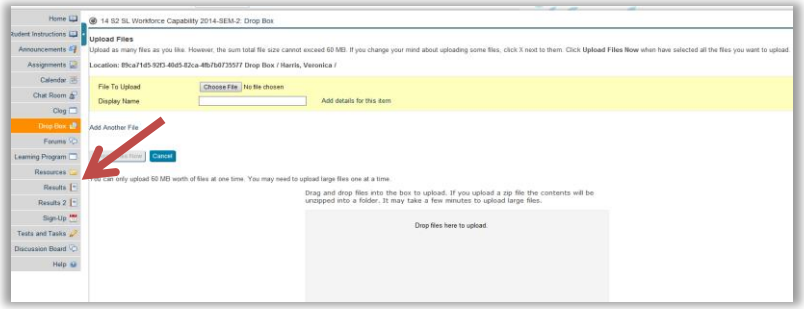
Steps to use Drop Box

1. To access Drop Box click on the link on the left hand navigation menu. You will automatically see your personal Drop Box folder.

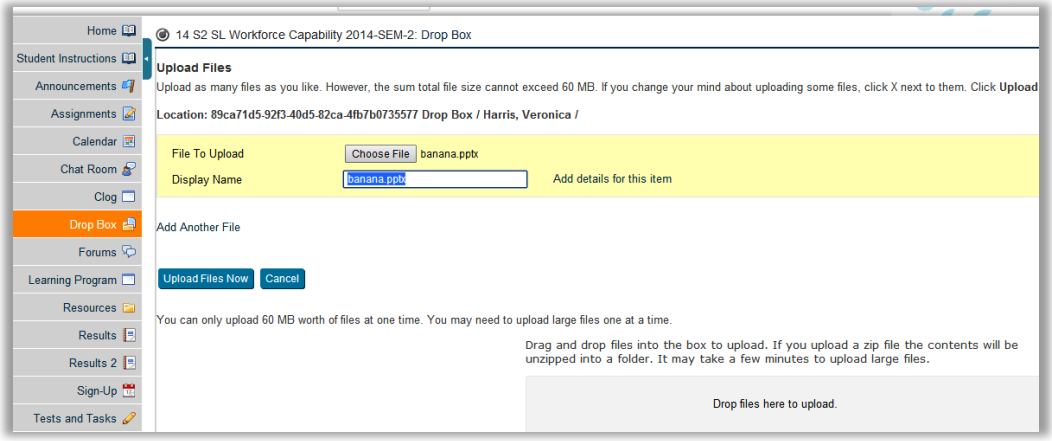


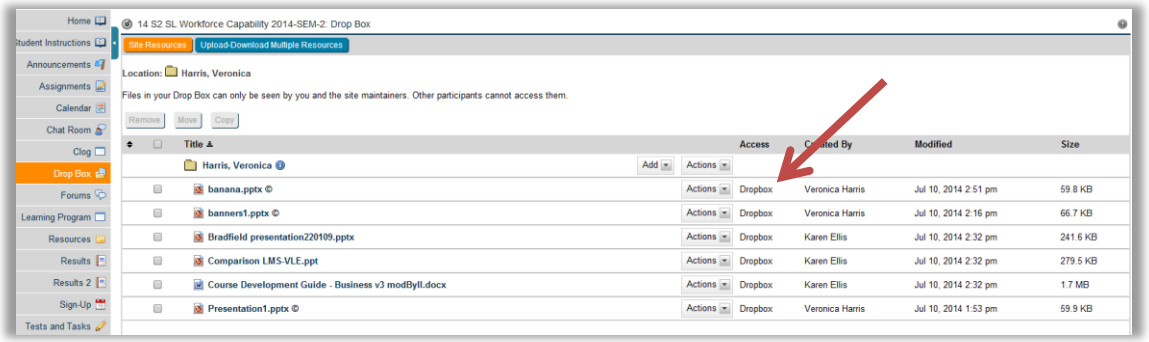
2. Click on the "add" button to upload content.

3. Browse for the document by selecting upload files , choose files, select files on your USB or desktop, click open and select upload file now. The uploaded documents are



date and time stamped for version control.


Home
Student Instructions
Announcements
Assignments
Calendar
Chat Room
Clog
Drop Box
Forums
Learning Program
Resources
Results
Results 2
Sign-Up
Tests and Tasks
14 S2 SL Workforce Capability 2014-SEM-2: Drop Box
Upload Files
Upload as many files as you like. However, the sum total file size cannot exceed 60 MB. If you change your mind about uploading some files, click X next to them. Click Upload
Location: 89ca71d5-92f3-40d5-82ca-4fb7b0735577 Drop Box / Harris, Veronica /
File To Upload
Choose File
banana.pptx
Display Name
banana.pptx
Add details for this item
Add Another File
Upload Files Now
Cancel
You can only upload 60 MB worth of files at one time. You may need to upload large files one at a time.
Drag and drop files into the box to upload. If you upload a zip file the contents will be unzipped into a folder. It may take a few minutes to upload large files.
Drop files here to upload.



4. To upload multiple files select the Upload Download Multiple Resource tab and follow the instructions.

5. To delete, edit or move files select the **Action** button.

Clog Tool

The Clog tool allows site participants to create and maintain weblogs (blogs), or online journals, as well as to comment on the blog posts of others. To create a new blog post, access the Clog tool and follow these steps:

Steps to use the Clog Tool

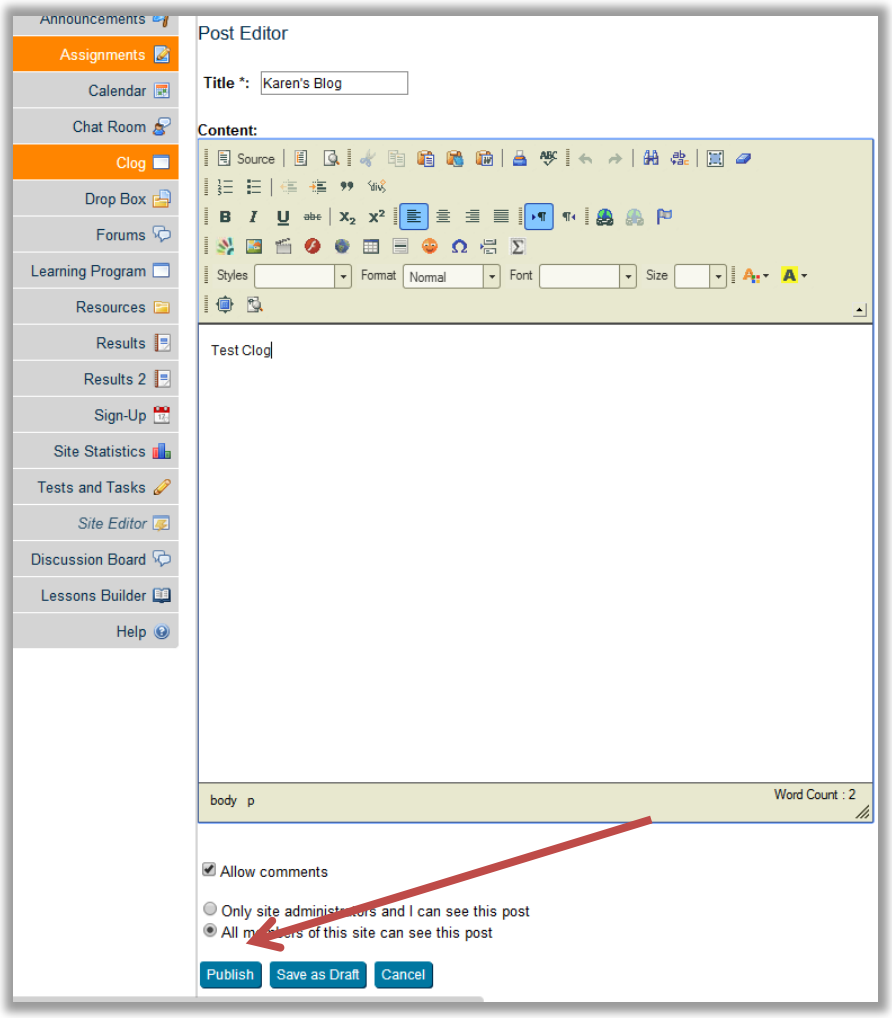
1. Click on Create new post in the menu bar. The “Post Editor” page is displayed.

2. In the Title field, enter a title for the post (the title must be at least 4 characters).

3. In the rich text editor, enter your post.

4. If you do not want site participants to comment on your post, uncheck the Allow comments box (by default, the box will be checked).

5. If you want to publish the blog post so it is visible to all site participants, click Publish. If you want to save the post but keep it visible only to yourself, click Save as Draft.



6. To edit a blog post, click on Edit this Post and proceed as steps 2 -5 above.

To view blogs of other students

View the post in the display of posts in the home page of the Clog and/or click on the post title for the display of that only post or click on the View Authors tab to view via author.

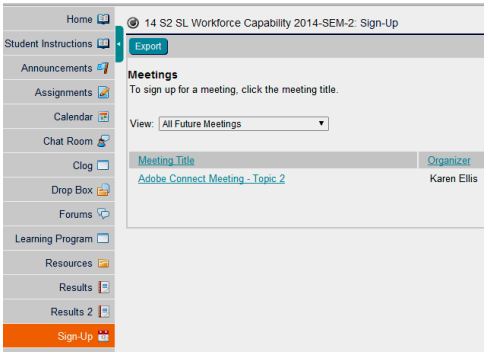
Adding a comment to a Post

To comment on a post by another participant follow these steps:
1.For the appropriate post, click on the “Comment on the Post
2. Enter the appropriate coent
3. Click Save

Sign-up Tool

The Sign-up tool is a communication tool that allows your teacher to schedule or set up sign-up for meetings for a variety of events such as study groups, review sessions or an assessment task. This tool can be set up for one time slot or multiple time-slots.

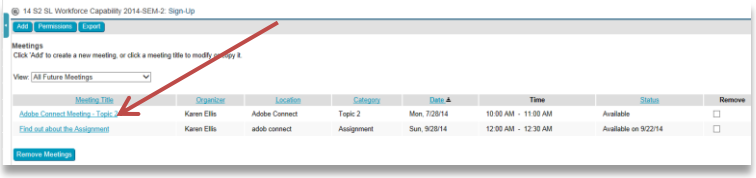
Steps to use Sign-up tool



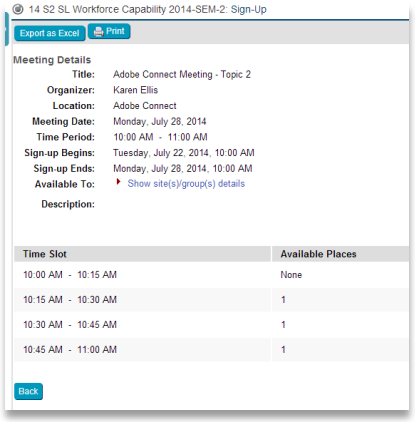
1. To access the Sign Up Tool click on text on the left hand navigation bar.

2. The homepage of the tool will display meetings that you teacher has established. To access a meeting click on the meeting title to sign up or find out more about the meeting.

3. To sign up for a meeting select the meeting title and timeslot and click on **Sign Up**.



4. Review the information. If the meeting includes an option for adding a comment and you want to do so, click on the **Add a comment** link.



5. Click **Finish**